

Los Alamos National Laboratory ³/₄ Supplemental Instructions

Section: 19 Socioeconomic Programs

Subject: 19.6 Northern New Mexico Preference Program

PURPOSE: This supplemental instruction (SI) outlines the procedures to be used to provide a subcontracting preference program for northern New Mexico (NNM) business concerns under the Laboratory's Regional Purchasing Program (RPP).

POLICY: To the maximum extent practicable, the Laboratory will reserve acquisitions for participation among northern New Mexico business concerns when the acquisition represents the best value for the Laboratory.

SCOPE: This SI applies to small purchases (see SP 13.1, Small Purchases) and acquisitions of commercial items of \$5 million or less.

DEFINITIONS:

Best Value

Best value is the expected outcome of an acquisition that provides, in the University's estimation, the greatest overall benefit in response to the requirement.

Northern New Mexico Business Concern

A northern New Mexico (NNM) business concern is a business located in the counties of Taos, Santa Fe, Rio Arriba, Sandoval, Mora, San Miguel and Los Alamos, including the Pueblos.

Regional Purchasing Program

The Laboratory's Regional Purchasing Program (RPP) is an initiative of the University to strengthen regional business enterprises, stimulate greater regional employment and infrastructure, increase the business tax base in northern New Mexico, and reduce regional dependence on Federal investment.

PROCEDURES:

General

Acquisitions covered under Scope, above, will be reserved for participation among northern New Mexico business concerns when there is a reasonable expectation of obtaining the best value for the Laboratory, considering such factors as pricing, quality, and delivery terms.

Competition

Orders of \$50,000 or Less — Competition is not required if the price, quality, and delivery terms quoted are reasonable.

Orders Exceeding \$50,000 — Quotations must be solicited from at least two qualified sources. The solicitation may be limited to one source if the procurement specialist determines that only one NNM source is reasonably available (see SP 6.2, Sole Source Subcontracts).

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For orders exceeding \$100,000, a sole-source justification is required to restrict competition to a single source (see SP 6.2, Sole-Source Subcontracts).

Coding

The vendor's address must reflect its location in northern New Mexico in order to be coded as a NNM award in the procurement management information system. Awards that qualify for coding in more than one category may be counted in every qualifying category. For example, an award to a small disadvantaged business may also be counted as a small business award.

Long-Term Requirements

When applicable, awards to NNM concerns should be written for multiple year terms.

Small Business Office (SBO) Assistance

The SBO works closely with the NNM business community and should be used as a resource for identifying potential NNM business concerns that may be capable of performing a specific requirement. The SBO also maintains a database of known NNM businesses, which is available through the SBO Homepage.

RESPONSIBILITIES:

Procurement Specialist

The procurement specialist must

- To the maximum extent practicable, reserve subcontracts for NNM business concerns when the acquisition offers the best value to the University; and
- If appropriate under the circumstances, award subcontracts to NNM concerns for multiple year terms; and
- Consult with the SBO to identify potential NNM sources.

REFERENCE:

Prime Contract, Appendix J, *Regional Purchasing Program*